



Ditsong Museums of South Africa is a National Museums Institution based in Tshwane. It is an amalgamation of three national museums and five site museums, a public entity under the Department of Arts and Culture. The institution seeks to appoint suitable persons with relevant experience and qualifications to the following posts on a permanent and fixed term contract. It is the intention of Ditsong Council to promote representivity through the filling of these posts.

INTERNAL AND EXTERNAL ADVERTISEMENT

MUSEUM DIRECTOR (FIVE-YEAR CONTRACT)

All inclusive package of R 685 200 per annum

DITSONG: NATIONAL MUSEUM OF MILITARY HISTORY (SAXONWOLD: JOHANNESBURG)

Requirements: Master's degree in History, with emphasis in military history or Executive National Security Programme (ENSP) in military coupled with 10 – 15 years of working experience in a museum, military or academic institution. Six to ten years of managerial experience. Code 8 driver's licence. Military background and knowledge of military hardware is essential.

Essential criteria: Management and leadership skills • Good interpersonal skills • High level of written and verbal communication skills • Research and analytical skills • Preparedness to work long hours • Knowledge of relevant legislation i.e Cultural Institutions Act, LRA, Defence and Security legislation, PFMA etc • Ability to work under pressure and meet deadlines, Innovative and creative skills • Good financial management skills. • Understanding of the national and international heritage environment, in particular the military history environment.

Duties: • Co-ordination of museum activities e.g. conservation, public programmes, exhibitions and research • Management of museum staff and contractors • Conserve, preserve museum collections • Financial management, including budget preparation and monitoring income generation • Plan, manage and supervise operational and strategic plan, annual performance of the museum and overall management of the institution • Ensure that the museum complies with legislations • Prepare quarterly, annual and other reports as required • Provide leadership at the museum • Assist with development of policies and procedures • Manage performance of employees through the performance management system (PMS) • Participate in management meetings and represent the institution at other external meetings • Undertake any other duties as reasonably directed by the CEO

Enquiries should be addressed to: Mr. Makgolo Makgolo at 012 0000 010

CURATOR (COLEOPTERA)

Basic Salary: R213 884 per annum plus benefits (pension, medical aid, housing)

National Museum of Natural History (former Transvaal Museum)

Requirements: BSc (Hons) in Entomology, coupled with 5-8 years' experience in projects focusing on taxonomy and systematics or 8-10 years' of relevant experience. A Master's degree with a focus on Systematics/Taxonomy of Coleoptera will be an added advantage. A valid code 8 driver's licence is essential.

Essential criteria: ● Ability to conduct research and network with other researchers ● Experience in museum collection management and electronic databasing ● Computer literacy ● Good communication skills both verbal and written in English ● Good interpersonal skills ● Ability to work under pressure

Duties: ● Conduct research on the taxonomy and systematics of Coleoptera, with a focus on utilizing the extensive in-house collections and publishing the results in peer-reviewed journals ● Curate and manage the research collection ● Supervision of the Coleoptera section, i.e. preparation and organizing of specimens, processing of loans, electronic databasing, reprint collections and supervision of visitors and research on collections ● Assist in public outreach and educational programmes

Enquiries should be addressed to: Ms Bona Nyawose at 012 322 7632

JUNIOR CURATOR (ANTHROPOLOGY)

Basic Salary: R179 116 per annum plus benefits (pension, medical aid, housing)

National Museum of Cultural History (Tshwane)

Requirements: Degree in Anthropology, coupled with 3-5 years' relevant working experience or 5-8 years' of relevant experience. Studying towards a Master's degree in Anthropology will be an added advantage. A valid code 8 driver's licence is essential.

Essential criteria: ● Scientific knowledge pertaining to historical and cultural background issues ● Computer literacy ● Good communication skills both verbal and written in English ● Good interpersonal skills ● Ability to work under pressure ● Preparedness to travel to other provinces

Duties: ● Initiate and implement the expansion of collections ● Identify and describe objects ● Preserve and maintain the collection ● Facilitate access to the collections ● Administer resources and outputs of the section ● Conduct research, field trips and compile journals regarding collections.

Enquiries should be directed to Ms Neo Malao at 012 324 6082

Written application letters with comprehensive curriculum vitae, certified copies of qualifications and contactable references should be sent to: The Human Resources Department: Nancy Monnakgotla, Gamohle Building, 70 Church Street Pretoria. OR P.O. Box 4197 Pretoria 0001. Closing date for applications is 24 June 2011. Faxed and emailed applications will not be considered.

It is the applicant's responsibility to submit proof of evaluation of foreign qualification

"Applicants, who have not been contacted by 31 August 2011 must consider their applications as being unsuccessful".